

Welcome

Year-end 2005

Accounts Payable Fiscal Year End Procedures

September 06, 2005

Miami-Dade Finance Department

Year-end 2005

- Important Dates
 - Monday, September 26, 2005
 - Friday, September 30, 2005
 - Monday, October 3, 2005
 - Friday, October 7, 2005
 - Friday, October 14, 2005

Year-end 2005

Monday, September 26, 2005

✖ Last day to submit to Dania Timmons:

- Authorized Signature Forms
 - Travel Authorization Signature Forms
 - Wire Transfers Authorized Forms
- Last day to submit Petty Cash Forms to Jose Fernandez

Year-end 2005

Friday, September 30, 2005

- ✓ Last day to create Purchase Order in 2005 fiscal period.
- ✓ Cash collections “cut-off”
 - Cash on hand must be deposited by noon, Monday, October 3rd for 2005 fiscal year
 - Cash collected after 09/30/2005 will be posted in FY 2006.

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Year-end 2005

Monday, October 3, 2005

- ✖ 1st day of new fiscal period
 - ◆ All P.O.'s created must be in new fiscal period 01/06
- ✖ Accounts Payable 1st Preliminary Reports available
 - ◆ Separate “Old Year Invoices” from “New Year Invoices”(2005/2006)
 - ◆ Deliver New Year Invoices to a supervisor.
 - ◆ DO NOT ACCUMULATE OLD YEAR INVOICES FOR PAYMENT IN THE NEW YEAR

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Year-end 2005

- Friday, October 7, 2005
 - ✖ Cut-off for Accounts Payable (at noon)

Year-end 2005

- Friday, October 14, 2005
 - ✖ FAMIS will close at noon. Will not be available until Monday, October 17, 2005

Year-end 2005 Discussion Items

- Purging FAMIS Documents
- Construction Contract Payments via ADPICS
- Deposits
- Accounts Payable
- On-Demand
- Construction Contracts
- Unclaimed Checks
- Purchasing Card Program
- ACH Payment
- Vendor Payment Inquiry Web Program Application

Miami-Dade Finance Department

Year-end 2005

- **Deposits**
 - Cash collections must be “cut-off” at midnight on Friday, September 30, 2005. This means that collections on hand at midnight, September 30, 2005 must be:
 - Deposited intact before 2:00 P.M. Monday, October 3, 2005, on a Deposit Receipt dated September 30, 2005.
 - Entered on a Report of Collection dated September 30, 2005, with fiscal period 12/2005.

Year-end 2005

- **Deposits (continued)**
 - The ROC's should be received by the Finance Department no later than Monday, October 3, 2005 for processing with fiscal month 12/2005. All collections received after midnight, September 30, 2005, must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 3, 2005 or later for processing with a month 01 documents, for the fiscal year 2006 beginning October 3, 2005.
 - Departments using "RIMS" to process Report of Collections, must input September 30, 2005, deposits with fiscal period 12/2005 no later than Monday, October 3, 2005.

Year-end 2005

- Accounts Payable
 - **October 7, 2005 is the last day to process** invoices for goods and services received on or before September 30, 2005 for FYE 2004-05 budget year and must be received by the Finance Department - Accounts Payable Unit **no later than 12:00 noon Friday, October 7, 2005.**

Year-end 2005

- Accounts Payable (continued)
 - Voucher will be posted in FY 2005 for all invoices received by 12:00 noon on Friday, October 7, 2005; otherwise, vouchers will be cancelled and will need to be re-processed in FY 2005- 06
 - Invoices for Direct Vouchers and Credit Memos need to be received by 12:00 (Noon) on Friday, October 7; otherwise, they will be rejected to the initiator and will need to be reprocessed in FY 2005 - 2006

Year-end 2005

- Accounts Payable (continued)
 - Approval Path documents need to be monitored on a daily basis. You need to start cleaning up screens PCHL9210 and PCHL9212 so that there are no documents left unapproved or in error at year-end.

Year-end 2005

- Accounts Payable (continued)
 - FORWARD INVOICES WITH VOUCHER NUMBER, BY THE NEXT BUSINESS DAY. You have access to view all documents in Approval Path on OnDemand - A/P/APPR04 Report, make note that documents designated "N/A" under the Approval Level are in No Post Status (NOPT) at the department level.

Year-end 2005

FAMF/DA/AP/APPR/04PR - DOCUMENTS IN APPROVAL STATUS

FAMK960J			METROPOLITAN DADE COUNTY								PAGE
DATE: 09/01/2005			ACCOUNTS PAYABLE								
			DOCUMENTS IN APPROVAL STATUS (AP04)								
ORG	DOC TYPE	APPR LEVEL	DOCUMENT NUMBER	AMOUNT	INIT DEPT	CREATED BY	CREATED DATE	NOTEPAD EXISTS?	DAYS IN STATUS	DAYS IN SYSTEM	APPR STATUS
GS	IV	N/A	IVGS05077999	\$15.25		SHL	08/23/2005		0	9	NOPT
			IVGS05078012	\$66.49		SHL	08/23/2005		0	9	NOPT
			IVGS05078154	\$71.70		SHL	08/23/2005		0	9	NOPT
			IVGS05078156	\$31.90		SHL	08/23/2005		0	9	NOPT
			IVGS05078442	\$363.23		SHL	08/24/2005		0	8	NOPT
			IVGS05078846	\$1,902.32		FREDDIE	08/25/2005		0	7	NOPT
			IVGS05078971	\$85.50		SHL	08/25/2005		0	7	NOPT
			IVGS05078986	\$299.10		FREDDIE	08/25/2005		0	7	NOPT
			IVGS05079029	\$394.46		FREDDIE	08/25/2005		0	7	NOPT

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- Accounts Payable (continued)
 - Please be certain that **all releases (POs) for prior year invoices are made prior to 9/30/05 (calendar)**, for you **will not** be able to process the corresponding FYE 2004-05 invoices for the prior fiscal year, dates of October 3, 2005 through October 7, 2005.

Year-end 2005

- Accounts Payable (continued)
 - For all Purchase Order Vouchers, the **invoice received date on PCHL 1500 is the key factor in differentiating between fiscal periods**. Please be certain that this input field properly **shows a date of 9/30/05 or prior** for all invoices pertaining to FY 2004-05. Voucher Document Sequence assigned will be VAXX05.
 - Vouchers with the invoice received date **AFTER** 09/30/05 will post in Fiscal 05/06 and the document sequence assigned will be VAXX06.

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Page: 1 Document Name: untitled

```
PCHL1500 V5.1          MIAMI-DADE COUNTY ADPICS 5.1          09/16/2004
LINK TO:                INVOICE HEADER ENTRY                10:30 AM
INVOICE SEQ            :          DOC TYPE   : IV  INVOICE ALL : N (Y/N)
INVOICE NO/DESC        :          /
ACTION INDICATOR       : N          INTF TYPE  : IV  VOUCHER NO :
INVOICE DATE           :          DTE IVC REC:          ALT ACCT:
PURCHASE ORDER NO     :          NOTE PAD   :          DEPT   :
PO DOC BALANCE         :          CR BAL    :
PROPERTY ID           :          IVC AMT:          NET:
VENDOR ID/SUFFIX       :
DBA NAME               :          HDR CR AMT :
ADDRESS                :          MATCH TYPE:
                                STATUS      :
                                CITY:        ST:      ZIP:      CTRY:
DISTRIBUTION METHOD: D          SINGLE CHECK: N          LETTERS SENT:
FREIGHT                :          LIQ DAMAGES :
OTHER CHARGES :          F.O.B. POINT:
                                DISC TERMS  :
                                REJECT CODE :
SFX INDEX              SUBOBJ  USERCODE  PROJCT  PRJDTL GRANT  GRNTDTL
F1-HELP                F2-SELECT          F4-PRIOR          F5-NEXT
                        F8-VIEW SUM  F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

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- Accounts Payable (continued)
 - For all Direct Vouchers and Credit Memos, please be certain that the **effective date on screen PCHL 1800--vouchers OR PCHL 1700—credit memos is properly input (saved) as 9/30/05** for goods and services pertaining to FYE 2004-05.

NOTE: The effective date needs to be changed to 09/30/05 prior to saving document (F10)

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```
PCHL1800 V5.1                MIAMI-DADE COUNTY ADPICS 5.1                09/16/2004
LINK TO:                      DIRECT VOUCHER HEADER ENTRY                10:27 AM
DIR VOUCHER ID:              DOC TYPE: DV                EFF DATE      :
ACTION IND      : N          DUE DATE:                  INTF TYPE    : V1
SINGLE CHECK    : N          CHECK NO:                   DOC REF NO   :
VEN INVOICE NO:              /
DEPARTMENT      : FN02      FINANCE CONTROLLER'S DIV    INVOICE DATE:
CONTACT         :                                                  INV RECPT DT:
TELEPHONE       :          EXT:                            NOTE      : N
VOUCHER AMOUNT:                                                  STATUS:
VENDOR ID/SFX   :                                                  CREATE:
DBA NAME        :
ADDRESS         : ADDRESS NOT ON FILE                        UPDATE:
                                                         POST      :
CITY           :          ST:      ZIP:                  CTRY:
DISCOUNT TERMS: NET                                           TERM      :
DISTRIB METHOD: S      REJECT CODE:      CONTRACT ID      :
SFX INDEX       SUBOBJ USERCODE PROJECT PRJDTL GRANT  GRNTDT G/L    SUB    PCT%
```

```
F1-HELP      F2-SELECT                F4-PRIOR      F5-NEXT
F7-COPY      F8-SEL TERMS F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

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```
PCHL1700 V5.1          MIAMI-DADE COUNTY ADPICS 5.1          09/16/2004
LINK TO:                CREDIT MEMO HEADER ENTRY           10:32 AM
CREDIT MEMO ID :        DOC TYPE : CM          EFF DATE :
ACTION IND   : N        CM DATE  :            INTF TYPE: PC
VOUCHER ID   :          CRDT ALL : N (Y/N)
VEN CM NO    :          OPEN PO  : (Y/N)      PO ID   :
DEPARTMENT   : FN02     SINGLE CK:           CHECK NO :
CONTACT       :                                     STATUS:
TELEPHONE    :          EXT           CREATE:
CM AMOUNT    :                                     UPDATE:
VENDOR ID    :                                     POST  :
ADDRESS      : ADDRESS NOT ON FILE          NOTE  : N

          CITY :                ST:   ZIP:                CTRY:
CM DESCRIPTION :
FREIGHT       :                REF VEN INV NO :
OTHER CHARGES :                REJECT CODE :
                                     PRINT      : N
                                     DIST METHOD:
SFX INDEX      SUBOBJ  USERCODE  PROJECT  PRJDTL GRANT  GRNTDTL
F1-HELP        F2-SELECT          F4-PRIOR    F5-NEXT
              F8-SEL TERMS F9-LINK
G461 - RECORD DOES NOT EXIST, PLEASE TRY AGAIN
```

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- Construction Contracts
 - ONLY FOR PAYMENTS PROCESSED IN FAMIS (including FAMIS approval path)
 - Vouchers for FY 05 will use prefix VX for normal payments and VE for emergency payments—through 10/07/2005
 - Vouchers for services rendered in FY 05, processed after 10/07/2005 will use prefix VY and will post in FY 2006

Year-end 2005

•UNCLAIMED CHECKS

- We are providing each department with a listing of outstanding checks issued to vendors during calendar year 2004.
- Each department should research the vendor payments in the system to ensure that a subsequent check/ACH was not issued to the vendor.
- If no subsequent payment was made, then the vendor should be contacted to determine if the check was not received.
- The respective department must complete the “current outstanding checks – stop payment authorization form” and “stop payment request form” and submit it to the Finance Department Accounts Payable for processing.

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PURCHASING CARD PROGRAM

Visit our website at <http://intra.miamidade.gov/finance/purchase.asp> for:

- ✓ Setup Forms
- ✓ Monthly Reconciliation Worksheet
- ✓ Guidelines
- ✓ Handbook
- ✓ Authorized Signature Form
- ✓ Hurricane Emergency Purchasing Card Form

Please contact Faith Miller for training on the EAGLS Web Program

Miami-Dade Finance Department

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ACH PAYMENTS

- ✓ Forms available at website: <http://intra.miamidade.gov/finance>
- ✓ Please encourage all vendors to sign up for the program
- ✓ Reduces unclaimed checks

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VENDOR PAYMENT INQUIRY WEB APPLICATION

- ✓ Link to <http://ipas.miamidade.gov/VInvoice/Login>
- ✓ Introduce vendors to this new site and what it provides
- ✓ Reduces telephone payment inquiries
- ✓ History in website for checks issued from October 2003 to date
- ✓ Invoice history is only for the last 120 calendar days: This is based on invoice date

Miami-Dade Finance Department



That's all folks!

Miami-Dade Finance Department